

# FAQs: Frequently Asked Questions

## Arizona Department of Education, ESEA Programmatic Monitoring

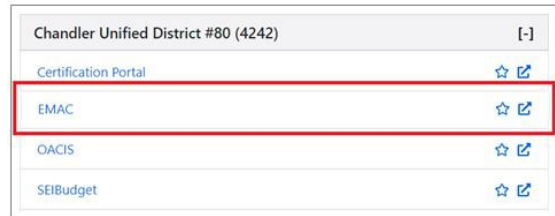
If you have any specific questions through the monitoring process, please reach out to the ESEA Programmatic Monitoring Team through the Academic Achievement Inbox: [ESEA@azed.gov](mailto:ESEA@azed.gov)

Help, I need the basics about EMAC and ADE Connect?

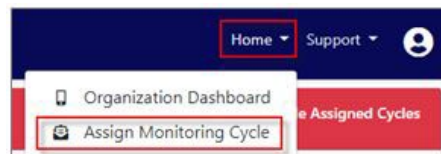
[Microsoft PowerPoint - EMAC Training-Desktop Monitoring-07-21.pptx](#)

How do I see if a user exists in EMAC?

1. Go to ADE Connect web site: <https://adeconnect.azed.gov/>
2. On the **Applications** page, scroll to your education organization's list of applications.



3. On the **EMAC** admin dashboard page, in the top right menu bar, click **Home** and **Assign Monitoring Cycle**.



4. On the Organization User Assignment page, in the middle of the screen (below search button), click the **Users** tab to see the list of EMAC users in your organization by name. Be sure that the LEA Authorized Signer and Representative are named as users.

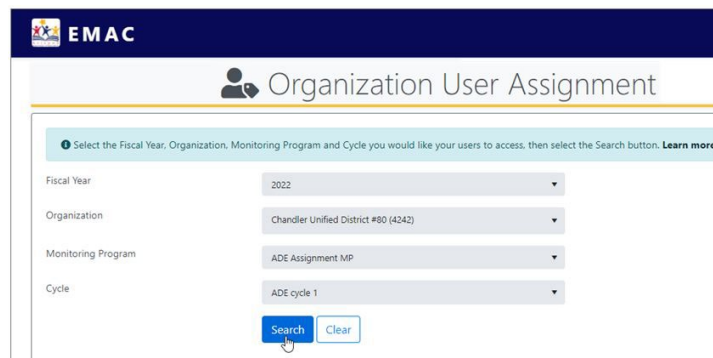
First Name	Last Name	Email	Role
John	Doex	john.doe@test.com	Organization EMAC Administrator
EmacTitleOne	User	emactitleone.user@mailnesia.com	LEA User
DevUser	EMAC	emacDev.user@mailnesia.com	LEA User
ESSLEAUser	EMAC	ESSLEAUser.EMAC@mailnesia.com	LEA User
OELASLEAUser	EMACLEA	OELASLEAUser.EMAC@mailnesia.com	LEA User
21CCLCUser	EMAC	21cclcuser.emac@mailnesia.com	Organization EMAC Administrator
21CCLCUser	EMAC	21cclcuser.emac@mailnesia.com	LEA User
21CCLCReadOnly	EMAC	21cclcreadonly.emac@mailnesia.com	LEA User
Asuser	EMAC	Asuser.emac@mailnesia.com	LEA User
Asreadonly	EMAC	Asreadonly.emac@mailnesia.com	LEA User

## What do I do if I cannot find a user in the User list?

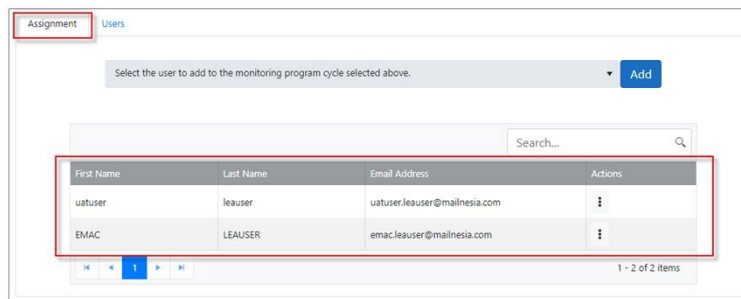
- Contact the ADEConnect Administrator for your organization and ask them to add this person as an EMAC LEA role. If you do not know the Entity Administrator select "Help" on the top of the ADEConnect Page. Then, click "Search" in the "Find an Administrator" section of the page, enter your LEA organization name or LEA ID number and reach out to them directly to request access as LEA User of EMAC. (For more help see the [IT PowerPoint Template](#)).

## How do I assign a monitoring program cycle to a user

1. From the **Organization User Assignment** page, select the **Fiscal Year**, **Organization**, **Monitoring Program**, and **Cycle** for your user assignment, and then click **Search**.



**Note:** When you assign a user to the monitoring program cycle, their name appears in the assignment list.



First Name	Last Name	Email Address	Actions
uatuser	leuser	uatuser.leuser@mailnesia.com	⋮
EMAC	LEAUSER	emac.leuser@mailnesia.com	⋮

## What should I do if I can't find a monitoring program in the list?

- Contact Academic Achievement Inbox: [ESEA@azed.gov](mailto:ESEA@azed.gov)

## How do I navigate in EMAC from dashboard to data collection tasks?

- Use the [ESEA EMAC Desktop Programmatic Monitoring Manual](#)

## What documents can be sent for uploading data evidence?

- For uploading data collection evidence documents, EMAC will only accept PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PNG files, less than 10 MB in size in a single upload. We prefer that all required documents be uploaded in PDF format.